Site Plan Review Process

Village of Blissfield

Step 2

Pre-application meeting

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Applicant submits full site plan application package (Timeline: Day 1)

Step 3

Following staff's review of site plan application, staff contacts applicant and informs them of any needed revisions (Timeline: Between Day 7 and Day 14)

Step 4

Applicant submits revised plan/additional information (Timeline: dependent upon applicant)

Step 5

Upon completed site plan application, proposal is reviewed by the Planning Commission and a decision of approval or disapproval is made within 45 days of receiving the completed site plan application.

Step 6

If denied, written notification of such denial shall be given to the applicant within 10 days

Notes:

- Timelines noted are approximate and depend upon response time of the applicant, application submission data and whether plan revisions are needed
- Planning Commission meets first Monday of each month at 7pm
- Completed site plan application must be received at least 10 days prior to Planning Commission meeting
- Approved site plans are valid for one year. Upon written application filed prior to the termination of the one-year review period, the Zoning Administrator may authorize a single extension of the time limit for a further period of not more than one year.

Village Hall

Located at 130 S. Lane St.

Business Hours: 9am-5pm Monday-Friday

For questions please contact: Holly Koester, Zoning Administrator 517-486-4347 Receptionist@blissfieldmichigan.gov

